

Application Information

Indiana Historical Marker Program, Indiana Historical Bureau, State of Indiana

Deadline for submitting Application: September 19, 2008

Please read the Marker Program Guidelines posted at www.IN.gov/history.

Congratulations on your decision to apply for a state format historical marker. If at anytime during the process you have questions or need assistance, please contact Jeremy Hackerd, 317-232-2537 or email jhackerd@history.IN.gov.

You may submit your Application for the deadline listed above, or contact the Historical Bureau for the next appropriate deadline.

The application process for an Indiana state format historical marker is rigorous to ensure that,

- marker texts are accurate and provide historical context (background),
- markers are installed at appropriate sites,
- necessary permissions have been obtained.

Historical Bureau staff will perform much of the research required for your application; however, your willingness to provide locally available materials in a timely fashion is crucial.

It is important to remember that the significance of your topic is expressed in two ways:

- 1. Marker text**, which is a short introduction to your topic for the casual visitor or student, will hopefully entice the reader to find out more—from the Historical Bureau, from local libraries, or other resources. We encourage applicants to create their own brochure or website to provide more details and interpretation of the topic for visitors.
- 2. Marker annotated text**, which includes citations to the material used to substantiate the marker facts, will appear in the Historical Bureau's Marker Database available to all at www.IN.gov/history. The searchable database also contains the title, text, county, credit line, and location of the marker.

Submitting the Application: Your Checklist

- ☐ I have read the Marker Program Guidelines posted at www.IN.gov/history.
- ☐ I have included the
 - Completed Application (State Form 45937)
 - Statement of Significance (Section 3)
 - List of sources/documentation (Section 4)
 - Photocopies of locally available primary source materials (Section 4)
 - Items for proposed location (Section 6)
 - List of other plaques in vicinity (Section 7).
- ☐ I have retained photocopies of all materials submitted.

After the Application is submitted

You will be sent an acknowledgement of the receipt of your Application.

NOTE: Special materials are available from the Indiana Historical Bureau for Underground Railroad topics or Cemetery Heritage signs.

Indiana Historical Bureau
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Indianapolis, IN 46204-2296

TELEPHONE 317-232-2535

FAX 317-232-3728

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INTERNET www.IN.gov/history

E-MAIL jhackerd@history.IN.gov

A Note about Sources

Primary sources are essential to your research and the research done by the Indiana Historical Bureau. Every fact that appears in the marker text must be supported by at least one reliable primary source. Secondary works may prove valuable in leading to other sources of information, including primary sources. They can also provide historical context to help in establishing the significance of the topic. Primary sources are generally considered to be more reliable, but all sources should be verified to assure their accuracy.

What Is a Primary Source?

The most basic definition of a primary source is one that is written or produced in the time period under investigation. Primary sources are materials directly related to a topic by time and/or participation. These materials include letters, speeches, diaries, newspaper articles from the time, oral history interviews, documents, photographs, artifacts, government documents, or anything else that provides first-hand accounts about a person or event. Virtually every source is subjective in one way or another; therefore each source needs to be carefully evaluated. This definition also applies to primary sources found on the Internet.

A letter written by President Lincoln in 1862 is a primary source when researching about the Civil War era. A newspaper article written about the battle of Gettysburg by a contemporary in July 1863 would be a primary source; but an article about the battle written in June 2001 probably was not written by an eyewitness or participant and would not be a primary source. The memories of a person who took part in the battle also can serve as a primary source; he or she was an eyewitness to and a participant in this historical event at the time. However, an interview with an expert (a professor of Civil War history, for example) is not a primary source UNLESS that expert actually lived through and has first-hand knowledge of the events being described (Highly unlikely for a Civil War historian!).

What Is a Secondary Work?

Secondary works are usually published books or articles by authors who were not eyewitnesses to or participants in the historical event or period and who base their interpretation on primary sources, research, and study. In your evaluation, consider how much of the publication is based on primary sources. These secondary works provide context for an historical event. For example high school history textbooks and other history books about a particular topic are secondary works. Biographies, newspaper retrospectives, and reference books such as encyclopedias are also secondary works. This definition also applies to secondary works found on the Internet.

Secondary works may include, among other things, textbooks, interviews, newspaper articles not from the time period, reminiscences, biographies, local histories, etc. In particular, the researcher should evaluate secondary works on how they use primary sources. Information from secondary works generally needs to be corroborated with primary sources.

Adapted from "Research Roadmap" on the National History Day Web site at <www.nationalhistoryday.org>; and William Kelleher Storey, *Writing History: A Guide for Students* (Oxford: Oxford University Press, 1996).



Application for an Historical Marker

Indiana Historical Marker Program
Indiana Historical Bureau, State of Indiana
State Form 45937 (R7/5-08)

File # assigned — for office use

Please read the Guidelines (dated 06/07) before completing this Application.

Please see Application Information.
This form is applicable for the
September 19, 2008 deadline only.

Submission of an application does not guarantee that a marker will be approved.

AUTHORITY: According to IC 4-23-7.2-11, the Indiana Historical Bureau is in charge of a historical marker program for the state. State format historical markers must be approved and ordered by the Indiana Historical Bureau.

Section 1. PROPOSED MARKER INFORMATION

Suggested Marker Topic _____

Installation location: County _____ City / Town _____

Indiana House District _____ Indiana Senate District _____ Congressional District _____

Section 2. APPLICANT CONTACT INFORMATION

Applicant organization _____

Contact name _____ Daytime telephone ____ / ____

E-mail _____

Street address _____

City _____ State _____ Zip Code _____ County _____

Section 3. SIGNIFICANCE OF PROPOSED MARKER TOPIC

☐ I have submitted the Statement of Significance of 250-500 words on a separate sheet of paper and provided endnotes.

This section is crucial in the evaluation process. Please review Guidelines 6, 7, 10, 11, and 12. Be sure to provide enough information so that reviewers can clearly grasp the significance and meaning of the topic that you are proposing. Include major points in this statement that you believe are critical to the understanding and interpretation of your topic. Topics of only local significance are not eligible for state format markers.

Section 4. SOURCES/DOCUMENTATION

Please review Guidelines 4, 6, 8, and 9 and "A Note about Sources" in the Application Information.

Do not send copies of secondary sources, such as county histories or other general histories.

☐ I have submitted a list of sources/documentation on a separate sheet of paper.

☐ I have submitted photocopies of locally available primary source materials (copies of original documents) that are crucial to support my Statement of Significance.

Section 5. FUNDING

For questions regarding the possibility of partial state funding, please consult Guideline 17. Markers are approved for not-for-profit or for-profit groups and individual applicants; private funds or combinations of public and private funds may be used to pay for approved markers. Grants of Indiana Historical Bureau state funding for this Application deadline relate to the biennial budget July 1, 2007-June 30, 2009.

- ☐ I am pledging to pay the full cost of the marker.
- ☐ I am requesting up to \$1,000 in state funds for the marker and pledging funding for the remainder of the cost of the marker.

Please provide names of those individuals or groups who may provide funding if the marker is approved.

Section 6. PROPOSED MARKER LOCATION

Please review Guidelines 1.b.4), 13 and 14.

- ☐ I have provided the description, photograph(s), map(s) as required by Guideline 1.b.4).
- ☐ I understand that a change of location could be required for approval of the application.
- ☐ If necessary, we/I can recommend an alternate location for the marker.

Preferred Location (*Provide exact address or directions*): _____

☐ Public/State Property ☐ Private Property/ Owner Name _____

Indicate relevance of location to topic: _____

Indicate business or personal connection between location and applicant organization, if applicable: _____

Describe why this is a good location—safe and accessible—for the public to read the marker:

Section 7. OTHER PLAQUES/MARKERS ON THIS TOPIC

Using a separate sheet of paper, list—and provide the text for—any existing plaques or markers that are related to this subject and are in the general vicinity of your proposed marker locations. Please provide the name of the person/organization who/which installed the plaque/marker if that is not included in the text provided.